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From: Brooks, Nancy (POL)
Sent: Wednesday, November 07, 2012 12:47 PM
To: Hanchett, James (DPH)
Subject: Use or Lose Time

Greetings:

As of October 20, 2012, according the Vacation/Personal Leave Use or Lose Report, you have to use the following hours of leave by December 31, 2012 or they will be "lost".

PER – 10 hours.

VAC – 94.25 hours.

Thanks.

Nancy